



## **JOB OPPORTUNITIES**

The Kenya Cultural Centre, incorporating Kenya National Theatre, is the country's oldest expressive cultural institution established in 1951 through Cap 218 Laws of Kenya. The Centre is the national centre for cultural engagement, discourse, performance and research. The Centre incorporates dynamic and aesthetic public spaces for harmonious connections, and is an institution which embraces and encourages diversity. The Centre operates as a Semi-Autonomous Government Agency (SAGA) and is currently domiciled under the Ministry of Sports, Culture and the Arts.

### **1. BUSINESS DEVELOPMENT MANAGER**

**Reports to:** Executive Director/CEO

#### **Broad Function**

The Business Development Manager will work to improve the Centre's market position and achieve financial growth by defining long-term Centre's strategic goals, build key customer relationships, identify business opportunities, negotiate and close business deals and maintain extensive knowledge of current creative market conditions and therefore maximize revenue for Centre

#### **Duties and Responsibilities**

- To prospect for new clients by networking, advertising or other means of generating interest from potential clients.
- To plan persuasive approaches and pitches that will convince potential clients to do business with the Centre.
- Develop a rapport with new clients, and set targets for sales and provide support that will continually improve the relationship.

- To grow and retain existing accounts by presenting new solutions and services to clients
- To manage the activities of others staff responsible for developing business for the Centre.
- Strategic planning is a key part of this job description, since it is the business manager's responsibility to develop the pipeline of new business coming in to the Centre.
- Have a thorough knowledge of the market, the solutions/services the Centre can provide.
- Prospect for potential new clients and turn this into increased business.
- Meet potential clients by growing, maintaining, and leveraging your network.
- Identify potential clients, and the decision makers within the Centre.
- Research and build relationships with new clients.
- Work with team to develop proposals that speaks to the client's needs, concerns, and objectives.
- Participate in pricing the solution/service.
- Handle objections by clarifying, emphasizing agreements and working through differences to a positive conclusion.
- Present an image that mirrors that of the Centre.
- Ensure all team members represent the Centre in the best light.
- Present business development training and mentoring to business developers and other internal staff.
- Research and develop a thorough understanding of the Centre's people and capabilities.
- Understand the Centre's goal and purpose so that will continual to enhance the Centre's performance.

### **Academic Qualifications**

Bachelor's degree in business administration or related field.

An MBA is an added advantage.

### **Experience.**

At least 7 years of sales or marketing experience.

### **Skills**

- Networking, Persuasion and Prospecting skills
- Research, and good communication skills.
- Prospecting Skills
- Demonstrable proposal writing skills
- Identification of Customer Needs and Challenges.
- Meeting Sales Goals, Professionalism, CRM, and Microsoft Office.

## **2. CORPORATION SECRETARY**

**Reports to:** The Governing Council functionally

Executive Director/CEO administratively

### **Broad Function**

The Corporation Secretary will be responsible for all legal matters pertaining to the Centre including issues of property management, insurance, civil and criminal proceedings, and rendering legal advice to the Governing Council and the CEO on all legal matters. In addition, the Corporation Secretary will be responsible for Human Resources and Administration functions of the Centre.

### **Duties & Responsibilities**

- Acting as adviser to the Governing Council
- Observing all legal requirements
- Liaising with auditors, lawyers, tax advisers, bankers and shareholders on governance issues
- Attending and take minutes of directors' and members' meetings
- Ensure compliance obligations under relevant laws and the requirements of regulatory authorities are met

### **Academic/ Professional Qualifications**

- Be a Kenyan Citizen
- Holder of a least an Undergraduate degree in Law or other social science discipline from a recognised institution of higher learning
- An advocate of the High Court of Kenya with a valid practicing certificate
- Have a certificate in Certified Public Secretary (CPS-K)

### **Experience**

- Served in the Grade of Senior Legal Officer or a comparable position in the public and private sector for a minimum of three (3) years

### **Skills**

- Excellent interpersonal, negotiation and conflict management skills,
- Must be computer literate and familiar with standard office computer applications
- Demonstrated integrity, managerial, administrative and professional competence in work performance

### **3. FACILITIES MANAGER**

**Reports to:** Executive Director/CEO

#### **Broad Function**

The Facilities Manager will oversee Maintenance, Repair and upkeep of all the facilities at Centre.

#### **Duties & Responsibilities**

- Develop and implement a facility management program including preventive maintenance and life-cycle requirements
- Conduct and document regular facilities inspections
- Ensure compliance with health and safety standards and industry codes
- Allocate and manage facility space for maximum efficiency
- Coordinate intra-office moves
- Supervise maintenance and repair of facilities and equipment
- Oversee facility refurbishment and renovations
- Plan and manage facility central services such as reception, security, cleaning, catering, waste disposal and parking
- Implement best practice processes to increase efficiency
- Provide prompt response to requests and issues from facility occupants

#### **Academic/ Professional Qualifications**

- Bachelors degree in Facilities Management, Facilities Engineering or related field
- Certification in plumbing services, electrical maintenance.

#### **Experience**

- At least three years' experience in facilities management
- Knowledge and experience of theatre productions, visual arts exhibitions, facilities, equipment and practices
- Experience in the repair and maintenance of service equipment

#### **Skills**

- Supervisory skills
- Strong interpersonal skills, excellent verbal and written communication skills
- Basic computer skills, including word processing, spreadsheets and database software
- Able to prioritise workload to meet established deadlines and to work with little or no supervision
- Physical fitness and agility (including ability to carry heavy loads and to work at heights) is

essential.

- Availability to work random and long hours as required.

#### **4. INTERNAL AUDITOR**

**Reports to:** The Governing Council functionally

Executive Director/CEO administratively

##### **Broad Function**

The position is responsible for the implementation of the annual risk based audit plans approved by the Governing Council's Audit Committee through execution of operational, compliance, systems, performance and value for money audit.

##### **Duties and Responsibilities.**

- Plan and conduct risk based internal audits of various departments including operational, compliance, system and value for money audits in line with Centre's Annual Audit Plan as approved by the Governing Council Audit Committee.
- Conduct discussions with Senior Management on key audit issues and recommendations through exit conferences at the end of the audit assignments.
- Participate in the annual audit risk profiling and updating of the Centre's risk register.
- Follow up on implementation of audit recommendations and prepare statistics on the number of audit issues outstanding, resolved and prepare summary of action taken or to be taken to resolve unresolved issues.
- Perform other adhoc audit assignments relating to governance, risk management and control as appropriate to the Centre.
- Participate in the Corruption Prevention Committee of the Centre as directed by the HOD
- Provide support to the External Auditors – both statutory by KENAO or other auditors, covering Financial and System Audits.
- Carry out audit reviews of the strategic plan to ensure its implementation in line within set timelines.
- Prepare draft annual audit plan and budget for review by Manager, Internal Audit.

- Create and develop audit programs, checklists to facilitate execution of audit assignments assigned.
- Document audit work by preparing audit working papers and the audit file.
- Prepare draft audit reports at completion of each audit assignment for review by the Manager, Internal Audit.
- Facilitate Internal Controls /Risk Assessment workshops and issue targeted control sensitization communication aimed at improving internal control awareness in order to embed a control culture in the Centre as assigned by the Executive Director.
- Participate in preparation of the Governing Council Papers for the Governing Council Audit Committee

### **Academic/Professional Qualifications**

Bachelor's degree in Finance and Accounting or Business related field;

Full professional qualification like Certified Public Accountant (CPAK) and/or Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA) and/or Certified Fraud Examiner (CFE) as an added advantage.

### **Experience**

At least 5 years Internal Audit experience gained from reputable organizations; and

Diverse experience in in managing internal controls

Proficiency in ICT

### **Skills**

- Ability to communicate both inside and outside the Centre
- Ability to write complex reports
- Analytical skills
- Organization and inter personal skills
- Ability to work under pressure, prioritize and multi task.

## **5. HUMAN CAPITAL OFFICER**

**Reports to:** Finance and Administration Manager

### **Broad Function**

Responsible for planning, coordinating and implementing human resource and administration policies, strategies, systems and processes aligned to the strategic objectives.

### **Duties and Responsibilities**

- Participate in workforce analysis to minimize duplication of tasks/activities, determine optimum staff numbers and redesign of organization structures
- Participate in recruitment and selection of staff which will involve preparation of job adverts, shortlisting of prospective candidates for interviews and take part in interviews as per the recruitment policy
- Develop orientation programmes and oversee staff induction for new hires
- Conduct training needs assessment for direct reports and coordinate organization wide training needs assessment in liaison with Finance and Administration Manager
- Draft policies and procedures for approval by the Finance and Administration Manager
- In charge of payroll management system which involves consolidation of the monthly payroll for approval by the Finance and Administration Manager
- Provide administrative support to the Finance and Administration Manager in coordinating the performance management system
- Maintain and update employee records and HRIS
- Receive, analyse and follow up to ensure resolution of employee grievances and complaints as per the HR policy
- Manage the staff welfare and benefits requirements in the Centre
- Manage the allocation of office space, lease agreements, and ensure availability of office equipment, furniture and working materials to every member of staff.
- Oversee the filing, storage and security of records as per policy.
- Manage all insurance contracts and ensure that insurance policies are in place at all times.

- Manage the delivery and distribution of mail to all stakeholders – via post, courier or hand-delivery by the Drivers.

### **Academic/Professional Qualifications**

Bachelor's Degree in Education, Sociology, Business Administration, HR or other relevant field

Professional qualification in human resource management

Membership to a relevant professional body such as IHRM

### **Experience**

At least 6 years human resource management experience gained from reputable organizations, with at least three (3) years in a supervisory position;

### **Skills**

- Excellent verbal and written Communication Skills
- Strong Interpersonal skills
- Good computer skills and ability to write complex reports
- Strong Analytical skills

## **6. COMMUNICATIONS OFFICER**

**Reports to:** Business Development Manager

### **Broad Function**

Responsible for communication with different target audiences, including customers, journalists, partners and the community by communicating effectively with the target audience to build a positive reputation for the Centre.

### **Duties and Responsibilities**

- Plan communication programs, carry out research into the attitudes and perceptions of the target audience.



- Monitor forums, social media sites, product review sites and the press
- Conduct research, take account of both positive and negative attitudes toward the Centre and prepare reports for the management team and other marketing professionals with recommendations on building a more positive attitude.
- Handle media relations and meet with consultancy executives to brief them on developments
- Write marketing communications material and plan content for publications such as brochures, event leaflets and annual reports for stakeholders
- Support the design and delivery of strategic communications documentation
- Support the implementation of the marketing communications strategy
- Provide support to other staff for the development and brand compliance of function specific documentation

### **Academic/Professional Qualifications**

Bachelor's degree in communications, public relations or similar field

Professional qualification in public relations

Membership to a relevant professional body such as PRSK

### **Experience**

At least 3 years communications and public relations experience gained from reputable organizations

### **Skills**

- Excellent verbal and written Communication Skills
- Able to communicate effectively with different audiences
- Attention to detail
- Works effectively in a team
- Proactive worker who is able to develop and implement ideas
- Effectively plans and prioritises own workload

## **7. MARKETING OFFICER**

**Reports to:** Business Development Manager

### **Broad Function**

To plan and oversee the organisation's marketing activities and campaigns and to ensure that all marketing operations are successful in meeting the strategic goals set by management.

### **Duties and Responsibilities**

- Contribute in the implementation of marketing strategies
- Support the Business Development Manager in overseeing the department's operations
- Organize and attend marketing activities or events to raise the Centre's awareness
- Plan advertising and promotional campaigns for events or services on a variety of media (social, print etc.)
- Liaise with stakeholders and vendors to promote success of activities and enhance the Centre's presence
- See all ventures through to completion and evaluate their success using various metrics
- Prepare content for the publication of marketing material and oversee distribution
- Conduct market research to identify opportunities for promotion and growth

### **Academic/Professional Qualifications**

Bachelor's Degree in Marketing or a related field

Membership to a relevant professional body

### **Experience**

At least 3 years marketing experience gained from reputable organizations

### **Skills**

- Strong effective communicator
- Highly developed, demonstrated teamwork skills
- Expert in internet and social media strategy with a proven track record
- Ability to lead in an environment of creativity

## **8. EXECUTIVE ASSISTANT/PERSONAL ASSISTANT TO THE EXECUTIVE DIRECTOR**

**Reports to:** Executive Director/CEO

### **Broad Function**

The position is responsible for supporting the Executive Director to effectively execute his/her tasks by following up on action items, acting as liaison for the office, and providing administrative support services.

### **Duties and Responsibilities**

- Support the Executive Director to follow up on action items as assigned to respective staff members or external stakeholders.
- Act as liaison for the Executive Director's office by maintaining efficient and effective communication channels between the office of the Executive Director, Council Chairman, Directors, KCC Departments and external customers.
- Handle routine matters, determine and refer as appropriate.
- Oversee the smooth running of outsourced support services including tea, water and cleaning services and other hospitality services as required.
- Oversee the security of office records/classified materials, equipment and office machines.
- Maintain inventories of office equipment and supplies, monitor utilization of consumables and requisition of additional supplies
- Coordinate local and international travel for the Executive Directors.
- Organize for meetings and forums under the Executive Director's office. This includes organizing logistics such as venue (internal or external), refreshments and facilities required.
- Oversee the prompt collection and delivery of incoming and outgoing mail to correct addresses for the Executive Director's office
- Sit in weekly HOD meetings, take minutes, keep records of the same and follow up on action items.
- Typing documents, recording dictation in shorthand and transcribing in written form as assigned in the Executive Director's office

- Receive and screen the Executive Director's correspondence, filing, registry, letters, reports, memos and respond to routine correspondence.
- Maintain the Executive Director's diary, calendar and schedule of appointment appropriately and inform Executive Director accordingly to approve or change.
- Receive and screen incoming calls and visitors.

### **Academic Qualifications**

Bachelor's degree in communications, marketing, business administration or related field;

Diploma in secretarial studies will be an added advantage;

### **Experience**

- At least 5 years' experience in a similar position; and
- Experience in customer service.

### **Skills**

- Good public relations skills;
- Ability to communicate both inside and outside the Organisation;
- Ability to write complex reports
- Analytical skills
- Excellent knowledge of office administration in a busy office
- Proficiency in ICT

Applicants are requested to send their applications preferably in hard copies. Applications can also be emailed using the email addresses provided. All applications should be received by **9 December 2016**. The applications should be addressed to:

**The Executive Director/CEO**

**The Kenya Cultural Centre**

**P.O. Box 43031 - 00100NAIROBI**

**Email: [jobs@kenyaculturalcentre.go.ke](mailto:jobs@kenyaculturalcentre.go.ke) and copy to [kenyaculturalc@gmail.com](mailto:kenyaculturalc@gmail.com)**

Application submission should include the following:

Cover letter, applicant's CV, copies of relevant certificates and recommendations, names and contacts of three professional referees and a copy of national identity card